

Initial Assessment – Secondary Caregivers

1. From the desktop, go up to Create>Casework. From the Create Casework Page, select Assessment from the Assessment Icon and the family case. No participants are selected.
2. The next page will be the Assessment Report Link page. This page will show how many Protective Services and/or Services Intakes that need to be linked to an assessment. Select the radio button for the report(s) that are to be linked to this assessment and click continue.

3. The Assessment page now opens. The Assessment and Report boxes at the top of the page will pre-fill with case name, case status, response time, and date. The remainder of the page consists of five tabs. The first tab is called the Participants tab. The Participants tab consists of demographic information that is carried over from the Intake. The participant's names are Hyperlinks. If individual information needs to be updated, click on their name and the system will open up the Person Management page for that individual (See Quick Reference Guide for Person Management). The Edit Roles Hyperlink will allow the case manager to edit the current roles for each individual. Finally, the insert button at the bottom of the page will allow additional participants to be added to the assessment. Click on insert and a Pop up

message box will open with other participants listed on the Intake. Click the Radio button next to the individuals you want to add to the assessment and click continue (no screen shot).

Assessment **Report**

Name: Ash, Anna Status: Open Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations Contacts Results

Assessment Participants

Name	Gender	DOB	Race	Roles	Edit Roles
April Ash	Male	09/15/1993	White	AV-HM	Roles
Arthur Ash	Male	08/13/1970	White	AM-HM-PC	Roles
Ashley Ash	Female	05/12/1992	White	HM	Roles
Anna Ash	Female	05/14/1968	White	HM-PC-RN	Roles

Insert

Options: Go Save Close

Done Local intranet

- Click to the Basic tab. The Case Name Information Box will pre-fill with case demographics. The Living Arrangement of the Children Box is a drop down value. Select the appropriate value of the living arrangements of the children at the time of the assessment. Finally, the Family Characteristics consists of three drop down fields. Pick the values that best describes the family.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check ABC Help ?

Assessment Name: Ash, Anna Status: Open **Report** Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations Contacts Results

Case Name Information

C/O:
 Street #: 22 Street:
 Apt.:
 City: Milwaukee State: WI Zip: 53201 Country: United States
 Phone: (414)786-4651 Ext.: Alt. Phone: Alt. Ext.:
 Fax:
 Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

Family Characteristics/Conditions

Family Characteristics/Conditions: None Observed
 Family Characteristics/Conditions: None Observed
 Family Characteristics/Conditions: Not Applicable - No allegation relating to primary caregiver
 Family Characteristics/Conditions: Other
 Other financial stress
 Partner/non-family member in household which poses a concern
Poor/Violent neighborhood conditions
 Serious illness/phys. disability affects caregvr. capacity
 Single parent household
 Social isolation/lack of support systems
 Unemployment
 Unresolved history of trauma affects caregiver

Options: Save Close

Done Local intranet

- Click over to the Allegations Tab. The Allegations Tab will pre-fill with the alleged victim and alleged maltreater. The abuse/neglect code and description will also pre-fill from the Intake. The relationship to the victim is a drop down value. Select the appropriate value for the case. The assessment result is also a drop down value. Select the appropriate value. The Medical check box refers to if the child received medical attention for the injury received from the abuse.

The boxes below should be checked if the investigation is an Independent Investigation and/or the victim is legal or agency custody.

NOTE: It is important to complete the Assessment Result prior to supervisory final approval. If the Assessment Result is in Pending Status, the assessment can not be approved.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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Assessment
 Name: Ash, Anna Status: Open

Report
 Response Time: 0 - 2 Hours Date: 05/17/2004

Participants Basic **Allegations** Contacts Results

Allegations

Report #	Alleged Victim	Alleged Maltreater	Relationship to Victim	AVN Code	Description	Assessment Result	Med
9221087	April Ash	Tim Smith	Staff at child	Other Sexual	Bruising-Genital Area Bruising, Red/Swollen, Fissures/Tears	Substantiated	<input type="checkbox"/>

☐ Independent Investigation ☐ Is the alleged victim(s) in Agency legal and/or physical custody

Insert Save Close

Done Local intranet

- Now click over to the Contacts Tab. This is a view only tab. The Contacts will pre-fill from contacts that were documented in the system. See Quick Reference Guide on how to create Assessment Contacts and Initial Face to Face Contact.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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Assessment Name: Ash, Anna Status: Open **Report** Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations **Contacts** Results

Contacts

Name	Affiliation/Relationship	Title	Date	Contact Date/Time
Ms Tiesling	St Joes Academy	Teacher	05/12/2004	05/12/2004 11:00 AM
Ash, Anna	mother	mother	05/14/2004	05/14/2004 08:00 AM

Save Close

Done Local intranet

- The last tab is the Results Tab. Click over to the Results Tab. At this point, the Results Tab does not have much information that pre-filled. We will come back to this tab later after the Narrative section of the assessment is completed.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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Assessment Name: Ash, Anna Status: Open **Report** Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations Contacts **Results**

Assessment Results

- ☒ Substantiated
- ☐ Unsubstantiated
- ☐ Pending
- ☐ Not able to locate sources
- ☐ Likely to occur
- ☐ Unlikely to occur

Family RA Future A/N

Abuse Score:
Neglect Score:
Risk Level:

Safety Assessment

Safety Decision:

Strengths and Needs

Needs Level:

Disposition

Initial Assessment - Primary Caregivers Rating

Maltreatment:	Circumstances:	Fmly. Funct.:	<input type="radio"/> High (21 to 28.0)
Child Funct.:	Parenting Disc.:		<input type="radio"/> Significant (14 to 20.9)
Adult Funct.:	Parenting Gen.:	Total:	<input type="radio"/> Moderate (7 to 13.9)
			<input type="radio"/> Minimal to Low (0 to 6.9)

Family Service Level

Family Service Level:

Options: Go

Done Local intranet

- Now, let's go back to the Basic Tab. Under Options, there are different selections for Assessment. For this example, we will use Clinical – IA Secondary Caregiver. Click on the Go button.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check ABC Help ?

Assessment Name: Ash, Anna Status: Open **Report** Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations Contacts Results

Case Name Information

C/O:
 Street #: 22 Street: Oak Drive
 Apt.:
 City: Milwaukee State: WI Zip: 53201 Country: United States
 Phone: (414)786-4651 Ext.: Alt. Phone: Alt. Ext.:
 Fax:
 Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement: Married two parent household, with two biological/adoptive parents

Family Information:

- Assessment
- Clinical
- IA Primary Caregivers
- IA Secondary/Non Caregivers
- Mod. IA Primary Caregivers
- Actuarial
- IA Narrative
- Family RA Future A/N
- Strengths and Needs
- Actions

Options: Go Save Close

Done Local intranet

- The Initial Assessment Secondary Caregivers Page will open. This page consists of three tabs. The first tab is Participant Information. This page is blank and will require the case manager to add participants to the Child Information field and Parent Information field. Use the add/edit buttons on each box to add the participants to whom the assessment applies. The add/edit button will bring up a pop up page. Check off the box to the corresponding participant that should be added to the assessment and click continue. (no screen shot)

Initial Assessment-Secondary Caregivers -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Case Information

Case Name: Ash, Anna Case ID: 20238 Referral Date: 12/20/2004

Participants **Narratives** **Summary**

Child Information

Child Name	DOB
Ash, Ashley	05/12/1992
Ash, April	09/15/1993

Add/Edit

Parent Information

Parental Role Name	DOB
Ash, Anna	05/14/1968
Ash, Arthur	08/13/1970

Add/Edit

Save Close

Page 1 Sec 1 1/13 At 1" Ln 1 Col 1 REC TRK EXT OVR WPH

- Next, click on to the Narrative tab. The first box is Describe the Maltreatment. This is a free flow text narrative. The second box is another free flow text box Describing the Circumstance. The final free flow text box is Describe the Family and Child's response to the maltreatment.

Initial Assessment-Secondary Caregivers -- Web Page Dialog

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Case Information

Case Name: Ash, Anna Case ID: 20238 Referral Date: 12/20/2004

Participants Narratives Summary

Maltreatment

Describe the maltreatment that occurred. Be specific about the injuries and/or conditions. If the child(ren) received medical attention, describe the findings.

Surrounding Circumstances

Describe the surrounding circumstances accompanying or leading up to the maltreatment. **Note:** This narrative section should always include the facility's or other responsible adult's explanation of circumstances even if the finding is no maltreatment.

Child and Family's Response to Maltreatment

Document findings as required by the Investigation Standards for responding to reports of maltreatment in facilities, by other secondary caregivers, or by non-caregivers. Generally, this information includes the child's response to the maltreatment, the parental reaction and actions to provide protection and services, if needed, and the response of the part

Save Close

Page 8 Sec 1 8/12 At 7.6" Ln 13 Col 1 REC TRK EXT OVR WPH

11. Let's move on to the Summary Tab. The first box is the Case Disposition Box. Check off the appropriate box as to if the case will be open or closed and select the appropriate reason from the drop down value list.
12. The Correspondence Box documents the date in which a letter was sent to the Mandated Reporter and/or Relative Reporter. It also document the Licensing and Substantiation Notifications.
13. The final box is the Summary Box. This is a free flow text box used to document any comments by the caseworker or supervisor.

Initial Assessment-Secondary Caregivers -- Web Page Dialog

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Case Information

Case Name: Ash, Anna Case ID: 20238 Referral Date: 12/20/2004

Participants Narratives Summary

Case Disposition

☐ Case Closed Reason Case Closed: [dropdown]
☐ Case Opened Reason Case Opened: [dropdown]

Correspondence

Mandated Reporter

☐ Not applicable
Date mandated reporter given feedback: 00/00/0000

Relative Reporter

☐ Not applicable
☐ Documented request for information received from relative reporter: 00/00/0000
☐ Date Letter Sent: 00/00/0000 OR Date of Court Order Barring Disclosure: 00/00/0000

Substantiation Notification

☐ Not applicable
Date Notice of Child Maltreatment Determination and Right to Appeal Letter Sent: 00/00/0000

Options: [dropdown] Go Save Close

Page 9 Sec 1 9/12 At 8.4" Ln 18 Col 1 REC TRK EXT OVR WPH [icons]

14. To print a copy of the assessment, go to the options box and select IA Secondary Non Caregivers. Click the Go button to access the document.
15. Click the Save and Close button to return to the Basic Tab of the Initial Assessment. Click over to the Results Tab. The Results Tab will now populate with information that was documented in the Initial Assessment. The Family R/A and Future A/N and Strengths and Needs box will not populate because they are not part of the Clinical version of the Initial Assessment – Primary Caregivers.

The Assessments Result box populates from the Allegations Tab >Assessment Results.

The Safety Assessment box will be blank because a Safety Assessment was not built into the IA Secondary Caregivers Assessment.

The Disposition Box is a drop down value field. Pick the appropriate value.

The Initial Assessment Primary Caregivers Rating populates from the Risk Ratings that were given for each category. None will populate because this assessment was not done for a Primary Caregiver.

The Family Service Level will populate based on the intensity level of work for this case.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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Assessment Name: Ash, Anna Status: Open **Report** Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations Contacts **Results**

Assessment Results

- ☒ Substantiated
- ☐ Unsubstantiated
- ☐ Pending
- ☐ Not able to locate sources
- ☐ Likely to occur
- ☐ Unlikely to occur

Family RA Future A/N

Abuse Score:
Neglect Score:
Risk Level:

Safety Assessment

Safety Decision: Unsafe

Strengths and Needs

Needs Level:

Disposition

Initial Assessment - Primary Caregivers Rating

Maltreatment: 1	Circumstances: 3	Fmly. Funct.: 2.0	<input type="radio"/> High (21 to 28.0)
Child Funct.: 2.5	Parenting Disc.: 4.0		<input type="radio"/> Significant (14 to 20.9)
Adult Funct.: 2.0	Parenting Gen.: 1.5	Total: 16.0	<input type="radio"/> Moderate (7 to 13.9)
			<input type="radio"/> Minimal to Low (0 to 6.9)

Family Service Level

Family Service Level: High

Options:

Done Local intranet

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16. The Options box has various text letters and check lists to access. See the list of options below.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check ABC Help ?

Assessment
 Name: Ash, Anna Status: Open

Report
 Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations Contacts **Results**

Assessment Results

- ☒ Substantiated
- ☐ Unsubstantiated
- ☐ Pending
- ☐ Not able to locate sources
- ☐ Likely to occur
- ☐ Unlikely to occur

Family RA Future A/N

Abuse Score:
 Neglect Score:
 Risk Level:

Safety Assessment
 Safety Decision: Unsafe

Strengths and Needs
 Needs Level:

Disposition

Initial Assessment - Primary Caregivers Rating

Maltreatment: 1	Circumstances: 3	Fmly. Funct.: 2.0	<input type="radio"/> High (21 to 28.0)
Child Text	Disc.: 4.0		<input type="radio"/> Significant (14 to 20.9)
Adm.	Gen.: 1.5	Total: 16.0	<input type="radio"/> Moderate (7 to 13.9)
			<input type="radio"/> Minimal to Low (0 to 6.9)

Checklist

- IA Checklist
- SS Checklist
- Ongoing Checklist

Options: **Go** **Save** **Close**

Done Page 15 Sec 1 15/15 At 6" Ln 4 Col 7 REC TRK EXT OVR WPH Local intranet

- You are finally ready to send the Initial Assessment on for final supervisory approval.. Go to the Participants Tab, click on the Options field and select Approval. Click on GO to send for approval.

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eWiSACWIS Print Spell Check Help

Assessment Name: Ash, Anna Status: Open **Report** Response Time: Same Day Date: 05/14/2004

Participants Basic Allegations Contacts Results

Assessment Participants

Name	Gender	DOB	Race	Roles	Edit Roles
April Ash	Male	09/15/1993	White	AV-HM	Roles
Arthur Ash	Male	08/13/1970	White	AM-HM-PC	Roles
Ashley Ash	Female	05/12/1992	White	HM	Roles
Anna Ash	Female	05/14/1968	White	HM-PC-RN	Roles

Insert

Options:

Done [Actions](#)
[Approval](#)
[Link Report to Assessment](#)

Local intranet